**Room 1 – bathroom**

clean the toilet until squeeky clean

vacuum the bathroom

mop the floor

clean cat’s litter box

change the cat’s litter

clean the shower

clean the sink until squeeky clean

clean the mirror

clean the shelves

move the laundry baskets to their place

take out of the bathroom all things that don’t belong there

clean the window

remove any trash

fill in the liquid soap

make sure there is enough toilet paper

Room 2 - bedroom

change the sheets

lift the mattresses so they get some air

vacuum the floor thoroughly discard all of the cat’s hair from the mat she sleeps on

change the box to the more usable one

add the bed sheets to the box in the bedroom

fluff up the pillows

clean the window

remove any trash

Room 3 - study

clean the window

vacuum the room

mop the floor

put in the closet any clean laundry

put dirty laundry to the bathroom laundry baskets

throw away the trash and not needed stuff and papers

sort out papers and arrange them

vacuum the sofa

arrange the extra tables in one corner

throw the empty bottles

dust the tables and any shelves

Room 4 – kitchen area

wash the window

sweep the floor

wash the sink until squeeky clean

put the dishes into dishwasher

clean the dishwasher

vacuum the floor

clean counter tops & fronts

mop the floor

clean the fridge

put the teppanyaki grill away

clean the toaster

clean the oven & the cooking plate

dust

Room 4 – living area

sweep the floor

vacuum the floor & rugs

arrange the shoes

put the not seasonal things away

dust

wash the windows

take out the trash

remove the things from the room that should not be there

water the plants and wipe the dust from them if there is any

vacuum the sofa

wash the blankets

clean the cat’s things

play with the cat

clean cat hair from everywhere

Room 5 - balcony

sweep the balcony if not wet

remove any dead plants

if you have any evergreens move them to the view if they are not there

remove any trash or leaves that may be there

put away the unused pots

cover the sensitive plants if you already have not done that